

## Operational Policy

<b>Policy Title:</b>	<b>Applies to:</b>	<b>Reference #</b>
Vacation Accumulation	All Employees	103-HR-14
<b>Approved by:</b>	<b>Dates</b>	<b>Total Pages</b>
Executive Leadership Team	<b>Effective:</b>	01-Feb-2007
	<b>Last Review:</b>	01-Apr-2019
	<b>Next Review:</b>	01-Apr-2021
<b>Authority:</b> People and Organizational Culture		

### 1.0 Purpose

Support and encourage employees to use their earned vacation time in the interests of work life balance and fiscal responsibility.

### 2.0 Scope

All City employees.

### 3.0 Definitions

**Extenuating Circumstance:** Any unique circumstance supported and approved by the Director, in which an employee is expected in the future to require additional time away from work. Such circumstances include but are not limited to, future vacation plans that may be longer in duration or greater than an employee's annual vacation entitlement. The amount of vacation approved for carry forward must be completely used by the end of the following year.

**Maximum Vacation Accumulation:** The maximum amount of vacation credit hours an employee is allowed to accumulate, as outlined within Collective Bargaining Agreements (CBAs) or Out-of-Scope Guidelines.

**Over-Accumulation:** The number of vacation credit hours that exceed the maximum vacation accumulation allowable.

**Termination:** End of employment with the City (i.e.: resignation, retirement, and termination with or without cause).

**Vacation Carryover:** All earned vacation credit hours carried forward into the next calendar year.

**Vacation Credits:** Vacation credit hours earned based on the vacation credit earning rates outlined within the CBA's or Out-of-Scope Guidelines.

**Vacation Credit Earning Rate:** Vacation rate outlined within CBA's or Out-of-Scope Guidelines, used to calculate vacation credit hours.

#### 4.0 Policy

Accumulated vacation credits may be utilized to accommodate employees' vacation plans where approval has been received. The City promotes work life balance and encourages employees to take their earned vacation time on an annual basis.

Permanent employees and term Out-of-Scope (OOS) and Civil Middle Management (CMM) employees are entitled to earn vacation credits.

Casual Local 7 and Local 588 (ATU) employees earn vacation pay in accordance with the provisions of the SK Employment Act. Vacation pay may be requested to be paid out at any time during the calendar year by the employee by a time off request during the calendar year. The remaining vacation pay owing will be paid out on December 31 of each year.

Local 21 casuals are paid vacation pay on their bi-weekly payroll in accordance with the provisions of the SK Employment Act.

Employees are expected to use their vacation annually; however, vacation credits can be accumulated up to the maximum allowed, as outlined within applicable CBAs or Out-of-Scope Guidelines.

In extenuating circumstances, employees may carry forward vacation credits in excess of the allowable maximum however this over accumulation must be approved by the Director of the department.

- To request a carry forward of over-accumulated vacation credits, employees must complete the Vacation Carryover Request Form and submit to the Manager for approval. Final approval is at the discretion of the Director of the department.
- Approved request forms must be submitted to People and Organizational Culture (P&OC) no later than November 15th of each calendar year.

#### 4.1 Payout of Vacation Credits

***Termination:***

All accumulated vacation will be included on employee's final payment upon termination from the City.

***Long-Term Disability:***

All employee's having been on long-term disability for 2 years or longer will be paid a lump sum balance of any remaining balance within their vacation bank.

## **5.0 Roles & Responsibilities**

### ***Employees:***

- Schedule annual vacation with approval from Manager.
- Report vacation time taken and ensure accurate vacation hours are recorded.
- Manage own vacation balance so as to comply with this policy.
- Obtain and complete Vacation Carryover Request Form (if applicable).

### ***Managers:***

- Responsible to manage vacation accumulation for employees under their supervision.
- Schedule vacation for employees throughout the year.
- Approve or deny completed Vacation Carryover Request Form (if applicable) and submit to Director for final approval.

### ***Directors:***

- Support Managers to ensure vacation accumulation is being managed.
- Approve or deny Vacation Carryover Request Forms and submit approved forms to P&OC by November 15th of each calendar year.

### ***People and Organizational Culture:***

- Develop and maintain this policy.
- Support Managers and ensure that the intent and guidelines of this policy are communicated and adhered to.
- Provide Managers with monthly reports listing all current staff members and their accumulated vacation credits.
- Provide Directors with monthly reports of any staff members who are at risk of becoming over- accumulated.
- Prepare ad hoc reports to Executive Leadership Team to support monitoring and control of vacation liability.

### ***Executive Leadership Team:***

- Monitor the use of this policy and the value of vacation over accumulation.

## **6.0 Related Forms**

Vacation Carryover Request Form

## **7.0 Reference Material**

Collective Bargaining Agreements  
Out of Scope Guidelines

**8.0 Revision History**

Review Timeline: Every 2 years

<b>Date</b>	<b>Description of Change</b>	<b>(Re)-Approval Required (y/n)</b>
03-April-2019	Full-Review: Amended - LTD payout added.	Y
31-Jul-2017	Scheduled policy review: Reference Material – Sample Vacation Scheduler Tool removed.	N
24-Jul-2014	ELT Approved Policy with Minor Revisions	Y
03-Jun-2014	Policy Update	Y
01-Feb-2007	Initial Release	Y